

# *American International School of Monrovia*



## ***AISM Health & Safety Manual***

# **2017-2018**

# American International School of Monrovia



This document outlines procedures and practices for managing emergency situations that may arise during the course of the school year. This manual is a public document that may be accessed by any member of the school community. It will be reviewed and revised annually, but may be updated as necessary throughout the school year.

Adopted January, 2016  
Revised, June 27, 2017  
Revised, August 5<sup>th</sup>, 2017



# American International School of Monrovia



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## INTRODUCTION

The purpose of this manual is to provide the American International School of Monrovia with guidelines and plans to assist the administration and staff in responding to school-specific and/or local emergency situations. This manual outlines emergency procedures into the following areas: Communication; Emergency Preparation; Procedures and Drills; and School Closure.

This manual outlines a detailed set of procedures that take into account any reasonably foreseeable emergency or disaster that would affect the safety of the children, members of the staff and the assets of the school. In a serious crisis the response must be swift and sure to avoid confusion and panic. Personnel in the school are expected to act quickly and responsibly.

The chances of a person remaining calm and rational during a crisis are dramatically increased with proper preparation. All school personnel are expected to be familiar with the procedures contained in this manual and to follow drills and practices with the utmost seriousness.

### Developed by:

Jeff Trudeau, Director

Viola Johnson, Teaching Principal

AISM Health and Safety Planning Committee

Modifications to Child Protection Plan (Separate Cover): Ms. Irene David.

AISM thanks Judith Fenton, for providing a model for our use.



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## **Health and Safety Policy and Objective:**

The objective of AISM Health and Safety Manual is to provide a safe, nurturing and friendly environment for all students, faculty, staff, and visitors. AISM will take reasonable steps to ensure that no staff, students, or visitors' health, safety or welfare is put at risk as a result of practices and activities of the school.

Parents, students, faculty, and staff will receive current information regarding health and safety at the school. Health and safety information may be provided through the School bulletins, SMS, or email. The school will take both pro-active and re-active approaches in regards to health and safety with Board approval.

## **Health and Safety Organization and Responsibilities:**

Health and Safety at AISM is everyone's responsibility. Staff and students have a personal responsibility for the safety of themselves and others and any potentially safety hazard should be reported immediately to the Director, administrative staff, faculty, or staff. Specific responsibilities are listed below:

### **AISM Board:**

AISM Board is responsible to set policies and guidelines regarding health and safety at the School.

### **Director:**

AISM Crisis Management Team/and or designated administrative or staff persons are responsible for the health, safety, and welfare on school campus, of all staff, students, and visitors during school or work hours and during school activities.

The Crisis Management Team is responsible to ensure that policies, procedures and information necessary for maintaining health and safety at the school are reviewed (and revised if necessary), yearly and made available to the Board, staff, students, and parents.

The Crisis Management Team will ensure that information, instruction, training, and supervision are provided to all staff and students.

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The Crisis Management Team and/or AISM Health and Safety Team will ensure that all reported health and safety problems or situations are investigated, documented, and corrective action needed are implemented.

## **TEACHERS' RESPONSIBILITY**

The teacher has a tremendous amount of responsibility in a crisis situation. Children are looking for guidance from adults and how the teacher behaves serves as an important cue. It is essential that all teachers remain composed and actively work with their students to keep them calm, quiet and organized. Teachers should not leave their students to search for their own children. Trust that the teachers in the classrooms where the faculty/staff children are assigned are taking the necessary precautions to ensure that all children remain safe.

If an evacuation order is given, teachers need to follow the evacuation procedures and conduct students as calmly and quietly as possible.

## **COMMUNICATION**

Clear communication links that follow rehearsed guidelines before, during, and after a crisis serve to calm fears, allay rumors, and strengthen the community. The guidelines that follow outline tasks for every member of the school community before, during, and after an emergency.

## **OBJECTIVES:**

- Outline specific responsibilities of everyone in the school community in preparing for and getting through an emergency.
- Provide generic letters, forms, and other literature for ensuring that information is updated and available.

## **The school has the following in place:**

- Emergency teams
- Established channels of communication for an emergency
- Students' directory & class schedules
- Maps of the school grounds
- Designated assembly areas
- Emergency communications equipment
- U.S Embassy RSO contact number
- Liberian National Police on campus
- Segal Security on campus

## **Before An Emergency**

In addition to setting out guidelines and procedures for staff during a crisis, the school will inform our community of parents about emergency situations and how it plans to deal with them.

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It is imperative that the school office has complete updated information on every school family. An abbreviated version of procedures, updated school contact numbers, local emergency numbers, and a request for updated family contact numbers should be given to every school family.

Communication begins each year with information on emergency procedures being given to every new family as part of the general school packet. Recipients should be able to quickly grasp the types of crises that could confront the school community, the chain of command within the school community, and responsibilities of the school staff during a crisis.

## ***Crisis Management TEAM***

At the core of a school's emergency procedures is the Crisis Management Team. The Crisis Management Team consists of the following school professionals:

Director	Jeff Trudeau
Teaching Principal	<b>Viola Johnson</b>
Office Manager	<b>Lovetta Karyeah</b>
Business Manager	<b>Arun Gopalan</b>
Liberia National Police-Supervisor	<b>Isaac Kollie</b>
Segal (Security Contractor)	<b>John W. Pinnie</b>
Head Custodian	<b>Felicia Weeks</b>
Upper School English	<b>Ms. Irene David</b>

## **Crisis Management Team Responsibilities:**

The team meets before the start of the school year to review procedures from the previous year and to prepare information, which will be posted on the website as of September 1<sup>st</sup> of each academic school year.

The Crisis Management Team is responsible for maintaining contact and discussing the local situation with respect to potential crises with some or all of the following individuals:

- Local police
- Security and health authorities
- US Embassy
- Fire Department

The Crisis Management Team is also responsible for the following:

- Handling the media
- Designating the duties of administration, teachers, and support staff in an emergency
- Ensuring that adequate warning / alarm systems are in place and functioning

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- Modes of communication for this purpose include the following:
- Cellphone
- E-mail
- Newsletters / Staff Bulletins
- Meetings/Assemblies
- Providing any necessary supplies and equipment for each type of emergency
- Establishing evacuation procedures
- Providing direction for student behavior
- Providing contingency plans and follow-up with teachers, staff, students and community

Regarding communication with the media, it is recommended that there be only one spokesperson that will speak to the press at the time of the crisis. All media inquiries should be referred to the Director or other designated spokesperson. No staff member should speak or comment to the media without authorization. The spokesperson should attempt to be credible, honest and accessible. Requested information could include a chronology of the incident, and the school's official policy or position on the matter.

## **GENERAL EVACUATION PROCEDURES**

In the event that the campus would need to be evacuated, the following procedures would be followed:

- All students will move to respective emergency locations and the Crisis Management team personnel will move into their respective positions.
- Parents or representatives will go to the school entrance on Old Road
- The parent or representative will identify her or himself with photo ID, and sign for student
- Students will be escorted to meet the parent at the gate.
- Students will be checked off a master list and released to their parent or representative.
- Parent or representative will immediately leave campus once they have their children.

## **EMERGENCY PREPARATION, PROCEDURES, AND DRILLS**

The best way to deal with an emergency is to be prepared for it. It is important to make sure all emergency information is updated and accessible, and that every staff member is knowledgeable in all emergency procedures. Being prepared for an emergency can lessen, and often prevent injuries and loss of life as well as damage to property.

The school should have the following in place:

- Emergency drill schedules
- Emergency procedures manual updated every academic year
- Emergency fire procedures and drill

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## **Basic Preparation**

### *Emergency Folder:*

Each teacher has an emergency folder, which is taken whenever he/she has to leave the school with his/her class in an emergency situation. The emergency folder contains the following:

- Class list
- Emergency Procedures/Bomb Checklist
- Emergency procedures manual
- School Map
- Contact Information

## **Student Preparation**

Teachers review emergency procedures with their students on a regular basis. At the beginning of every school year each teacher walks his/her students through each type of emergency drill. Teachers present and discuss the following details with their students:

- Types of emergencies
- Procedures for dealing with these types of emergencies
- Proper student behavior during an emergency
- Preventative measures to circumvent emergency situations

## **Transportation**

If a major emergency occurs, the students will remain on campus until their parents come to pick them up. During emergencies students will be permitted to leave the school accompanied by a parent or an authorized adult.



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**Be Prepared  
Be Aware  
Be Ready**

## Actual Fire Emergency Procedures & General Guidelines:

An alarm will sound to signal fire on campus or other emergency events that will require students and staff to evacuate the building and head to open spaces.

In case of an actual fire emergency, person discovering actual fire will activate the fire alarm. At the sound of the fire alarm, the Crisis Management Team will move into their respective positions. Director or Director's designee will oversee the evacuation and contact RSO office. Evacuation Maps should be posted in the classrooms near the door. Teachers and students should review the map and procedures periodically. Teachers should review procedures and map to new students after enrollment.

Teachers:

1. Evacuate everyone in your classroom
2. Follow Drill Procedures and approved evacuation routes
3. Take emergency folder with you
4. Check rosters to account for all students under your charge
5. Do not return to the classroom until all-clear is given. All clear will be given by the Director or Director's designee at the evacuation site.

During Lunch:

1. Evacuate all students from the Single Purpose Room
  2. Teacher should be the last to exit room
  3. Close the room door
  4. Do not return to the Single Purpose Room until the all clear signal is given by the Director or Director's designee at the evacuation site.
- 
1. Once each person leaves the building, he or she should go directly to the assembly point for roll call. Teachers will be responsible for taking head counts of all students from their class and reporting results to the Director or designated person. Departmental supervisors will be responsible for taking roll and head count of staff members under his or her supervision.

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2. One person from security will be responsible to check visitors sign-in roster to account for visitors on campus.
3. After everyone is safely out of the building, the Crisis Management Team determines whether there is an actual fire. If there is a fire, the fire department is called immediately. If any students or staff members are seriously injured, the emergency procedure for injury goes into effect.
4. After the fire has been extinguished, the Crisis Management Team determines if it is safe to return to the building. If not, the students must be evacuated. (If it is close to the end of the school day, the students can wait for their usual transportation. If it is early in the day and the weather is not too severe, the students can wait in place while the telephone tree is activated and parents come to pick them up).
5. If the school area is deemed unsafe, then that area should be off limits and evacuation procedures will be implemented. If it is close to the end of the school day, the students can wait for their usual transportation. If it is early in the day and the weather is not too severe, the students can wait in place while the communication is activated and parents come to pick them up. After everyone is safely out of the building, the Crisis Management Team determines whether there is an actual fire. If there is a fire, the fire department is called immediately. If any students or staff members are seriously injured, the emergency procedure for injury goes into effect.

The Crisis Management Team then assesses the damage and takes appropriate measures. For very minor damage the Crisis Management Team will decide when to reopen the school. For severe damage to the school premises and property, an emergency session of the School Board must be convened to decide where and when the operation of the school will resume. Parents and staff are notified of whatever decision the School Board makes.

## General Fire Safety Tips

- A fire larger than one in a wastepaper basket should be left to professionals. Staff members should not try to fight larger fires unless they have special training.
- One should not run if one's clothing catches fire; running fans and spreads the flames. A person on fire should stop, drop, and roll. Rolling in a coat, blanket, or on the floor helps to smother the flames.
- When planning to enter a closed room in a burning building the door should first be felt with the palm of the hand; if it is hot, it should not be opened!

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## TERRORISM / CIVIL UNREST

The School is assisted by the American Embassy with regard to notification of an existing or potential security threat. The school should notify the Embassy on a priority basis of any situation that has come to the attention of the staff, which may affect the security of the school.

Staff members should be familiar with the emergency procedures for the following scenarios:

### **Bomb Threat**

- The person receiving the bomb threat will report the threat to the Director and immediately fill out the bomb threat check-list
- The signal will be given or an announcement over the PA system will be made for everyone to evacuate the building, if necessary. The bell signal for this threat is the same as the fire alarm.
- Students should not be allowed to go to the restroom.
- Teachers take their emergency kits and lead the students out according to the exit routes determined by the Crisis Management Team., to the soccer field behind the gym. Teachers should not use any electrical switches since this could possibly detonate the bomb, if there is one.
- Crisis Management Team members should check their areas of responsibility to make sure all students have moved out of the area (computer rooms, practice rooms, athletic areas, etc.); they should take the first aid kit(s). Mobile phones should not be used in the immediate vicinity of the school, as it is possible for them to detonate bombs.
- Teachers should take attendance immediately upon arriving at the designated area outside. Any missing children should be reported at once to the administrator on duty.
- The Crisis Management Team should then contact the American Embassy and/or the police and report the incident and their findings. The Crisis Management Team will then decide whether or not to return to school and resume classes. If the Embassy or Police provide instructions that contradict the following procedures, the new orders take precedence.

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- Checkers (previously designated) may need to look for suspicious items. Checkers should sweep their respective areas, looking for suspicious items; i.e., boxes, packages, or other containers. Suspicious items should not be touched! They should be reported at once to the Crisis Management Team.
- If the school area is deemed unsafe, then that area should be off limits and evacuation procedures will be implemented. If it is close to the end of the school day, the students can wait for their usual transportation. If it is early in the day and the weather is not too severe, the students can wait in place while parents come to pick them up.
- If weather is severe (wet, wind, etc.) or if the premises become dangerous, the students should be taken to an area that has been **checked and has been determined to be safe**. The Crisis Management Team will send SMS/email. Students must remain at the safe haven until a parent or authorized person comes to pick them up.
- Unless there is no damage to the school or continuation of a threat, school will resume the next day. If the school is to remain closed, everyone will be notified via email and telephone.

## **Bomb Checking Tips**

- Personnel should be familiar with the area they search.
- The checker should not move, jar or touch anything throughout the search process.
- The initial search should be conducted of those places generally accessible to the public.
- The checkers should search from the outside and work inside, from the lowest level up.
- Inexperienced personnel should never attempt bomb removal.
- A suspicious device should never be immersed in water.
- Bombs can be armed and detonated in numerous ways (timing devices, photoelectric, anti-disturbance). The construction and appearance of a device is limited only by the imagination of the perpetrator.
- Typical packing forms of bombs are brief cases, hollowed-out boxes, cigar boxes, unusual parcels, boxes or wrapped packages.

## **Bomb Threat Call Checklist**

If a bomb threat is received, the person taking the call is to remain calm and keep the caller talking for as long as possible. A fellow employee should be notified without alerting the caller if possible. The following questions should be asked. **(Full sized note sheet checklist can be found in the appendices section of this manual).**

- When is the bomb going to explode?
- Where is the bomb located?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Did you (the caller) place the bomb?
- Why did you (the caller) put it in the building?

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## LOCKDOWN

In time of potential danger on campus whereas students could be in danger from either outside forces or from individuals, the following types of lockdown procedure would be in place.

**Level I Lockdown:** This lockdown is used when danger may exist outside the campus but in vicinity near to the campus. Imminent danger **does not exist**, just the possibility of danger. In Level I office personnel or a member of the Crisis Management Team notifies teachers and staff that we are in a Level I Lockdown. **“LOCKDOWN I-LOCK YOUR DOORS AND REMAIN IN PLACE”**-will be announced over the PA system. If there is a power failure, a member of the Crisis Management Team will notify staff. During a Level I Lockdown teachers are expected to lock their doors and, if possible, place a covering over the windows and glass on the door. No one is to leave the room and students are to remain at their desks or tables and remain quiet. When danger has been eliminated a member of the Crisis Management Team will announce “Lockdown 1 ALL CLEAR” over the PA system. In case of a power failure, a member of the Crisis Management Team will go to the rooms notify teachers there is an ALL CLEAR.

**Level II Lockdown:** In a Level II lockdown there is immediate danger on campus. During a Level II Lockdown, a **“Lockdown II -LOCK YOUR DOORS-INTRUDER ALERT”** will be announced over the PA system. Teachers are expected to lock their doors, if possible place covering over the window on the door and close all curtains over windows. The lights are to be turned off and students are expected to get down on the floor, away from the door and windows. Talking should stop and students and the teachers should wait for an “LOCKDOWN II, All Clear” announcement over the PA system, signaling an ALL CLEAR. In case of a power failure, members of the Crisis Management Team will go to rooms to notify teachers ALL CLEAR. During both lockdowns teachers are expected to take charge and do their very best to stay calm and assure students that proper personnel are handling the situation. Under no circumstances should teachers allow anyone to leave their room.

**Note:** If the lockdown command is issued during lunch, students should go to the nearest classrooms with their teacher or the teacher on duty.

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**Level III Lockdown/Safe Haven/Evacuation:** In a Level III lockdown **there is immediate danger** of an external threat becoming internal. During a Level III Lockdown, “EVACUATION” will be announced over the PA system. The school drill system will run continuously for five minutes. Teachers have those five minutes to move their students to the fall back room from their learning areas. Members of AISM security team will conduct a sweep to escort students , teachers or staff who were unaware of the drill or evacuation, to the fallback room. A member of the Crisis Management Team will perform roll call for each homeroom. Teachers will hold up a green card to signify “all here” or red card signifying “homeroom students not all here”, indicating that a student is not in the fallback room.

A member of AISM security team will escort all visitors to the fallback room. Visitors sign in list will account for all visitors. A member of security will call roll and check of list.

At the time of employment and at the beginning of the school year, all non-school employees will be instructed and given a copy on AISM lockdown procedures for non-school employees by the employer (staff member). During a lockdown, all non-school employees must follow written procedures. Non-school staff employed by AISM staff will receive a text message by a member of the Crisis Management Team, notifying them of a lockdown.

Teacher/Student/Support Staff Fallback Room: AISM Gym  
Administrative Fallback Room: Conference Room\*Embassy Radio Present  
Teachers assemble with “homeroom” students in the fallback room  
Remain silent and wait for instructions  
**DO NOT EVACUATE UNLESS INSTRUCTED BY ADMINISTRATION**



## Severe Weather/ Flooding:

In the event of severe weather conditions that may make it hazardous for students to remain at school or that will make transportation home dangerous if the school stays open, the director has the authority to close the school early. If there is extended weather condition issue, the director has the authority to authorize extended school closure. In such cases the director will maintain communication with the board and other appropriate authorities, as well as parents. In the event of severe flooding requiring evacuation, students will be moved to the balcony of the school’s gymnasium to await evacuation.

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## Drill Schedule

The Crisis Management Team organizes the drill schedule. At the beginning of the school year, there should be one announced drill schedule. Before the announced drill, teachers should go over the respective emergency procedure with their classes. Subsequent drills may or may not be announced, so as to gauge the reaction and performance of the staff and students. A debriefing will take place following each drill to ensure that such problems will not occur during an actual emergency. **Fire Drills will be 1 drill per trimester. The first fire drill of the school year will be announced and scheduled in September; all other fire drills may be unannounced and scheduled in December and March. All other emergency drills will be announced and scheduled annually: External Threat-October, Bomb Threat- November, Internal Threat-January. Drill order is subject to change as circumstances warrant.**

## Pre-Emergency Procedures

Please keep in mind these general rules of preparation and awareness:

1. Know the route to the nearest exit and location of fire extinguishers and alarms.
2. Review Emergency Folder
3. Be familiar with drills, evacuation plan, and school map
4. Review procedures with new students

## Fire Drill Procedures

At the sounding of the fire alarm, teacher will:

1. Line students at the door
2. Make sure all students are aware of assembly area
3. Leave personal belongings in the classrooms
4. Exit the classroom or area walking single file to the designated evacuation area
5. Teachers, follow students out of the classroom (teachers are the last to exit classrooms)
6. Close doors

Assembly Point is the parking lot next to the school's fence (at least 200 feet from the building).

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After exiting the building, each teacher will line up-students in a lettered space or 2 spaces if needed, with your current class roster.

Exit Routes: Teachers and students will take the closes exit route near your classroom unless obstructed by fire.

## **Suggested Exit Routes:**

Students in:

- ECE Wing-Exit and follow the route near the front office to the parking lot.
- Gymnasium-Exit the gym through the front doors and on to the parking lot.
- Math, Foreign Language, and Upper School Language Arts classrooms will exit, and follow the route pass the gym to the parking lot.
- Art, K-12, 5<sup>th</sup> grade & 6<sup>th</sup> grade classrooms, and Single Purpose Room will exit follow the route in front of the front office to the parking lot.
- 1<sup>st</sup> grade-4<sup>th</sup>, science laboratory, and media center will exit to the parking lot through the blue gate near Security.
- Playground- Students on the playground will exit through the blue gate with a teacher.

Teachers who are not with students at the time of the fire drill will assist other teachers with large classes.

## **LOCKDOWN Drill Procedures**

In the event of a Lockdown Drill, a member of the Crisis Management Team will announce Level 1 Lockdown for a level 1 lockdown, Lockdown Level II for level II lockdown, Lockdown Level III for level III lockdown.

**Level I Lockdown:** This lockdown is used when danger may exist outside the campus but in vicinity near to the campus. Imminent danger does not exist, just the possibility of danger. In Level I office personnel or the director notifies teachers and staff that we are in a Level I Lockdown. During a drill, A Level 1 Lockdown will be announced over the PA system. If there is a power failure, the director will notify staff. During a Level I Lockdown teachers are expected to lock their doors and, if possible, place a covering over the windows and glass on the door. No one is to leave the room and students are to remain at their desks or tables and remain quite. When danger has been eliminated office personnel or the director will go to the rooms notify teachers there is an ALL CLEAR.

**Level II Lockdown:** In a Level II lockdown there is immediate danger on campus. During a Level II Lockdown drill, a Code Red will be announced over the PA system. Teachers are expected to lock their doors, if possible place covering over the window on the door and close all curtains over windows. The lights are to be turned off and students are expected to get down on the floor, away from the door and windows. Talking should stop and students and the teachers should wait for a colored paper to be placed under the door signaling an ALL CLEAR.

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**Level III Lockdown/Evacuation:** In a Level III lockdown there is immediate danger of an external threat becoming internal. During a Level III Lockdown, “evacuation” will be announced over the PA system. The school drill system will run continuously for five minutes. Teachers have those five minutes to move their students to the fall back room from the class rooms. Members of AISM security team will conduct a sweep to escort students , teachers or staff who were unaware of the drill or evacuation, to the fallback room. A member of the Crisis Management Team will perform roll call for each homeroom. Teachers will hold up a green card to signify “all here” or red card signifying “homeroom students not all here”, indicating that a student is not in the fallback room.

Teacher/Student/Support Staff Fallback Room: AISM Gym

Administrative Fallback Room: Conference Room\*Embassy Radio Present

Teachers assemble with “homeroom” students in the fallback room

Remain silent and wait for instructions

**DO NOT EVACUATE UNLESS INSTRUCTED BY ADMINISTRATION**



## Infectious Diseases

In a school setting, special care needs to be taken to prevent the outbreak of infectious diseases. In the event that students are diagnosed with a contagious illness stronger than the common cold or a mild flu cautions need to be taken and parents need to be notified. Parents should consider keeping their children home when they display symptoms more severe than that of a mild cold. Parents of students who have come into direct contact with a serious infectious disease or with symptoms such as fever, rashes, severe body aches, should not send their children to school and see a doctor if necessary. If any serious symptoms are reported at school, the child will be sent home. The following guidelines will be used:

1. The first time a case of a contagious illness (such as influenza B, mononucleosis, measles, chicken pox, or something more serious), the parents of other students in the child’s classroom or with whom the child may have come in contact will be notified by the director or designee.
2. After reports of a second case either in the classroom or in the school, the director will consider sending a community newsletter depending on the severity of the infection. This letter will contain necessary details for

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parents, suggestions for precautions, and expectations for parents to report any further illnesses to the school immediately.

3. Further reported cases will be examined carefully, and if necessary the director is authorized to temporarily close the school to prevent spread of the disease. During this time the director will maintain communication with the board and seek advice from authorities or professionals, including embassies with children at the school. Parents will receive regular updates.

NOTE: Children who are absent because of a serious illness may not return to school without an appropriate doctor's note.

AISM and all schools in Liberia are mandated follow guidelines set by the local Ministries of Education and Health and advised by Center for Disease Control, to prevent the spread of the EVD and other serious diseases. Additionally, staff and faculty will attend infectious disease prevention training annually, at the beginning of the school year. Please see section EVD prevention for detailed plan and procedures from Ministries of Education and Health.



## **Lack of Water & Other Health Issues**

Loss of running water at school, the director will evaluate the situation. If the incident lasts longer than a couple of hours, there needs to be serious consideration for closing school. The director will take into consideration the time of day; the weather conditions, and if there are alternatives to the running water (such as using bottled water, hand sanitizers, etc.).

## **Kidnapping**

The following preventive actions may help avoid kidnapping situations:

- Office should have a list of students who are not to be released to anyone except a specific parent or guardian.

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- Before releasing a student to anyone other than the parent or guardian noted on the list, office manager should contact the custodial parent or guardian for approval, and should record the time, date and nature of the approval.
- When a parent or guardian telephones a request to release a student from school, the identity of the caller should be confirmed (ordinarily a separate call to the parent or guardian) before the student is permitted to leave. In the event of doubt the message and phone number should be written down and a return call should be made after verifying the phone number with those on the file in the student's folder or on the emergency card.

Procedures: If you see the kidnapping or hear about it, immediately:

- Notify the Director or designee
- Call the parent or guardian
- Call the Director
- Do not release any information

## Reporting Suspected Child Abuse

At the beginning of the school year faculty and staff will be trained in reporting suspected child abuse. If a person suspects child abuse, he/she is required to report suspicion immediately to the designated AISM Child Protection Officer regarding suspicion. Ms. Irene David is designated as the Child Protection Officer for the school after receiving detailed training in this area by AAIE. (American Association of International Education.)

## STUDENT / STAFF INJURIES

It is important to handle student and staff injuries carefully and sensitively. The following course of action is recommended whenever a student or staff member is injured on campus:

- A staff member should remain with the injured person if the injured person is unable to walk, or send another staff member (or a reliable student if no other staff members are present) for the school nurse and an administrator to assist.
- Staff member should move any gathering students away from the area. Any students not directly involved should be sent to their next class, the library, or a supervised area.
- If the injured person is a student, the student's parents should be called. If the student is conscious and the injury not very serious the parents can decide whether to pick up their child and take him/her to the doctor or let him/her finish the school day.
- If the injury is extremely serious, parents and an ambulance should be called immediately - the student should not be moved in the meantime.

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- A staff member should accompany the injured person in the ambulance.
- Circumstances concerning the accident should be documented and an Incident Report Form should be filled out.
- An announcement about the incident should be made to dispel any rumors.

## **Note: When NOT to move an injured person:**

- The person is unconscious, not breathing, or severely bleeding.
- A back or neck injury is suspected.
- An arm, leg, or pelvis is suspected to be broken.



## **GENERAL SECURITY PROCEDURES**

### ***Parent and Visitor Procedures***

#### **Morning Drop Off**

Parents will drop their children off at the front of the school near the office.

#### **Afternoon Pick Up**

During the afternoon pickup time, parents or designated person will park outside and wait at the waiting area near the office for students to pick up students after dismissal.

Children in grades Pre-K through 3 will be escorted from the classroom to the front area where they will need to be picked up by their parents. Older children will be able to walk to the front to meet their parents or designated pick-up person.

During the Day During the day, all visitors are to log in at the security gate and receive an official AISM temporary badge.

Office personnel will issue him/her a temporary pass and collect a piece of ID to retain until the visitor leaves.

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If the visitor is there with a delivery for a classroom, the item is left with office personnel; in these cases, the visitor does not go to classrooms.

When the visitor is ready to leave campus, he/she returns to the office to return the visitor's pass and collect his/her ID. The visitor will be logged out through security at the gate.

Visitors do not stay during after school hours unless they follow the procedures that are established for after school and weekend access.

## **After School Activities Program**

The after school activities program is from 3:30-4:30 P.M. on Monday, Tuesday, Wednesday and Thursday.

There are no after school activities on Fridays except soccer.

Students who stay for the after school activities program will follow the same pick-up procedures as the 3:30 P.M. dismissal.

## **Student Dismissal during the School Day**

Any child released during the day, prior to the regular dismissal time, will need to check out through the office.

The parent/guardian will come to the office where he/she will sign the child out of school. A member of the office staff will go to the classroom to get the child and bring him/her to the office.

## **AISM Emergency Preparedness**

The forms and procedures listed below will be included in a folder for teachers to remain in the classroom.

- 1. Evacuation Procedures – Instructions for Teachers CHECKLISTS FROM PROCEDURES**
- 2. Evacuation Procedures for Parents (Collecting Children in Emergency) THIS WILL BE COPIED TO PARENT/ STUDENT HANDBOOK.**
- 3. BOMB THREAT CHECKLIST WITH SPACE FOR NOTES**
- 4. Emergency Numbers / Emergency Aid**
- 5. Year procedures/Drills**
- 6. AISM Emergency Checkout Form**
- 7 AISM Emergency Contact form/Letter**

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## *Appendices*

### **Appendix I: Evacuation Procedures (Teachers)**

- Conduct or direct rescue operations
- Follow damage control procedures
- All students will move to respective emergency locations and the Evacuation team personnel will move into their respective positions.
- Students will be escorted to meet the parent at the gate.
- Students will be checked off a master list and released to their parent or representative.

### **Appendix 2: Evacuation Procedures (Parents)**

#### **EVACUATION PROCEDURES**

#### **DIRECTIONS FOR PARENT OR PARENT REPRESENTATIVE**

Please remember that in the event of an emergency, the safety of all students is the school's priority. Please follow the instructions and be respectful of all procedures so we can complete and orderly and efficient evacuation of the campus.

1. Parent or representative will come to Old Road entrance, unless otherwise directed.
2. The parent or representative will report to the staff member on duty at the gate. Show ID and state name.
3. The staff member will take the information of the student(s) leaving with the parent or guardian.
4. The student(s) will be brought to the gate by school personnel.
5. Students will be checked off a master list and released to their parents, guardians, or representative.
6. Nobody other than students or personnel will be allowed on campus during these evacuation procedures.

Your cooperation in following the directions above will ensure the safety of our AISM students.  
Thank you.

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## Appendix 3 Bomb Threat Checklist

Keep Calm and try to keep the caller on the line for as long as possible. Ask the following questions:

WHEN IS THE BOMB GOING TO EXPLODE?

WHERE IS THE BOMB LOCATED?

WHAT DOES THE BOMB LOOK LIKE?

WHAT KIND OF BOMB IS IT?

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WHAT WILL CAUSE THE BOMB TO EXPLODE?

DID YOU (THE CALLER) PLACE THE BOMB?

WHY DID YOU (THE CALLER) PUT IT IN THE BUILDING?

Tips:

Personnel should be familiar with the area they search.

The checker should not move, jar or touch anything throughout the search process.

The initial search should be conducted of those places generally accessible to the public.

The checkers should search from the outside and work inside, from the lowest level up.

Inexperienced personnel should never attempt bomb removal.

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A suspicious device should never be immersed in water.

Bombs can be armed and detonated in numerous ways (timing devices, photoelectric, anti-disturbance). The construction and appearance of a device is limited only by the imagination of the perpetrator.

Typical packing forms of bombs are brief cases, hollowed-out boxes, cigar boxes, unusual parcels, boxes or wrapped packages.

## Appendix 4: Emergency Numbers / Emergency Aid

Community Directory (Available in Office)

Emergency Numbers –Notify School Office

To contact AISM School Nurse-Runner or Office # 0777-818-775

## Appendix 5

School Year \_\_\_\_\_

Emergency Drill

Type of Drill \_\_\_\_\_

Date \_\_\_\_\_

Start Drill Time: \_\_\_\_\_

All Clear Time: \_\_\_\_\_

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## Appendix 6: AISM Emergency Checkout Form

Date \_\_\_\_\_ Time \_\_\_\_\_

Student \_\_\_\_\_

Purpose \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Signature \_\_\_\_\_

Cell Number \_\_\_\_\_

Notes (AISM staff)

## Appendix 7: AISM Emergency Contact Letter+Form

**Dear Parent/Guardian:**

Your child's safety is a priority for us. Please help us ensure that we can reach you quickly in case of an emergency. AISM keeps a **Contact Form** on file for your family. We ask that you **KEEP IT UP TO DATE** – with your current email address, physical address, cell and home phone numbers. You can make updates **IN WRITING** via your child's teacher or directly with the front office.

This form also enables you to list the names of people who may pick up your children from school. If someone comes to pick up your child and his or her name is not on your Emergency Contact Form, the office will have to contact you before releasing your child. We have also attached a General **Medical Release form**; permission slips will still be sent to you for each activity or event.

**What we need you to do:**

PLEASE FILL OUT THE ATTACHED FORMS COMPLETELY AND ACCURATELY, FRONT AND BACK. THIS INFORMATION WILL BE USED TO CONTACT YOU IN CASE OF AN EMERGENCY.

Thank you for your prompt attention to this very important matter.

Jeff Trudeau  
Director, AISM

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## Contact Information

### PLEASE USE INK

1. Family Name \_\_\_\_\_ | Parent's first name(s) \_\_\_\_\_  
Child(ren)'s Name(s): \_\_\_\_\_

2. My child(ren) normally go home by  bicycle  foot  driver  Other \_\_\_\_\_  
A. Authorized driver(s): \_\_\_\_\_

Car License plate number \_\_\_\_\_ | Car Make/Model \_\_\_\_\_

3. The Emergency Home number for my child(ren) is:  
Name: \_\_\_\_\_ | Relationship to student: \_\_\_\_\_  
Address: \_\_\_\_\_ | Telephone: \_\_\_\_\_

4. In an emergency situation, my child(ren) may be picked up by any of the following people:

Name:	Relationship:
a. _____	_____
b. _____	_____
c. _____	_____

### 1. Medical Information (check and explain all that apply) *If more room is needed, write the additional comments on back.*

Child's Name: \_\_\_\_\_

Allergies \_\_\_\_\_  
 Medications (dosage and times) \_\_\_\_\_  
 History of any other medical problems (please list and explain): \_\_\_\_\_

Child's Name: \_\_\_\_\_

Allergies \_\_\_\_\_  
 Medications (dosage and times) \_\_\_\_\_  
 History of any other medical problems (please list and explain): \_\_\_\_\_

Child's Name: \_\_\_\_\_

Allergies \_\_\_\_\_  
 Medications (dosage and times) \_\_\_\_\_  
 History of any other medical problems (please list and explain): \_\_\_\_\_

### 2. Contact Numbers (What number should AISM contact when...)

Child has been injured: \_\_\_\_\_

Child isn't feeling well: \_\_\_\_\_

Child has forgotten something/needs something from home: \_\_\_\_\_

3. I give permission for my child (ren) \_\_\_\_\_  
to receive emergency medical treatment if the occasion arises should I, my spouse, or the designated person above not be available.

Parent's Signature: \_\_\_\_\_ | Date: \_\_\_\_\_

Address: \_\_\_\_\_ | Telephone: \_\_\_\_\_